OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29   June 11, 2009

SUBJECT: REQUEST FOR LEAVE OF ABSENCE PROCEDURES AND REQUEST FOR
                LEAVE OF ABSENCE, FORM 01.36.00, - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises military and disability leave
                procedures in Department Manual Section 3/730.10. The
Request for Leave of Absence, Form 01.36.00, is revised to reflect
Department Manual Sections 3/730.20 and 5/01.36.00.

PROCEDURE:

I.   **REQUEST FOR LEAVE OF ABSENCE.** The "Note" in Department Manual
     Section 3/730.10, under "Commanding Officer, Personnel
     Division-Responsibility" has been revised as follows:

     Note: All military leaves are processed by Personnel
     Records Section, Personnel Division, and disability by
     pregnancy or child birth exceeding 120 days are processed by
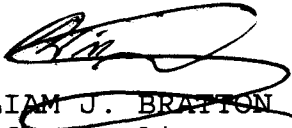   Medical Liaison Section, Personnel Division.

II. **REQUEST FOR LEAVE OF ABSENCE, FORM 01.36.00 - REVISED.**
     The Request for Leave of Absence, Form 01.36.00, has been
     revised to include the following:

     * "C.S. Class" is changed to "Rank/PG";
     * Residence address and phone number boxes have been
       deleted;
     * The instructions in the "Military" section now read:
       "Attach three (3) certified copies of the military
       orders (certified copies are signed by a commissioned
       officer and signed copies shall include their rank).";
     * Added to the "Military" section is: "Address while
       Deployed (include City, Zip code, and area code/phone
       number)";
     * The instructions above the signature block have been
       removed; and,
     * The signature blocks now include: The Commanding
       Officer, Personnel Group; the Commanding Officer,
       Administrative and Technical Services Bureau; and the
       Director, Office of Support Services.

     The use and distribution of this form has not changed.

AMENDMENTS: This Order amends Section 3/730.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive, in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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